

PROCEEDINGS OF THE BROWN COUNTY
PUBLIC SAFETY COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Public Safety Committee** was held on Wednesday, September 6, 2017 at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, Wisconsin.

Present: Chair Buckley, Supervisor Clancy, Supervisor Evans, Supervisor Zima, Supervisor Nicholson
Also Present: District Attorney David Lasee, Public Safety Communications Director Cullen Peltier, Director of Administration Chad Weininger, Director of Emergency Management Jerad Preston, Medical Examiner Director of Operations Barry Irmen, Chief Deputy Todd Delain, Jail Lieutenant John Mitchell, Clerk of Courts John Vander Leest, and other interested parties.

I. Call meeting to order.

The meeting was called to order by Chair Buckley at 11:04 a.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Evans, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of August 2, 2017.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

1. Review Minutes of:

- a. Criminal Justice Coordinating Board (July 13, 2017).
- b. Fire Investigation Task Force Board of Directors (June 22, 2017).

Motion made by Supervisor Evans, seconded by Supervisor Clancy to suspend the rules and approve Items 1a & 1b. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications – None.

2. Circuit Court, Commissioners, Probate - Budget Status Financial Report for July 2017.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Clerk of Courts - Budget Status Financial Report for July 2017.

Motion made by Supervisor Evans, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

District Attorney

4. District Attorney's Report.

Evans questioned if they were going to be hiring any more District Attorneys, DA Lasee would like to hire a bunch as they certainly could use the help however he informed they were fully staffed according to what they had funds for right now, same with 2018. He hadn't planned on asking the county for additional funds for more DA positions and he didn't foresee the state approving that in this budget.

Responding to Clancy, Lasee knew he was coming but didn't meet with or garner any information from US Attorney General Jeff Sessions.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Public Safety Communications

5. Budget Status Financial Report for July 2017.

Director of Public Safety Communications Cullen Peltier informed they were still good right now with no unexpected expenses at this point and should be tracking well.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

6. Public Safety 2018 Six-Year Capital Improvement Plan (CIP).

Peltier informed they had one item on there and it was for replacement of their uninterrupted power supply (UPS) unit for both them and Technology Services, it was a joint project for \$581,000. They had a bank UPS in the basement in the Sophie Beaumont building, it was a large unit with mega batteries, etc. Weininger informed they put this on because the system was hardwired and if the system went down, the county was down. This was brought to their attention this year, relatively soon, and was mission critical. It will go out to bid.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

7. Director's Report.

Peltier stated they were getting out of their summer overtime crunches and they were fully staffed at this point. They had 2 new hires in training right now and their CAD Project was their number one priority and they were working on that and hopefully was still on target to get that done in late first, early second quarter of next year.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Emergency Management

8. Budget Status Financial Report for July 2017.

Director of Emergency Management Jerad Preston stated the budget was right where it needed to be and they were following everything that needed to be done.

Motion made by Supervisor Evans, seconded by Supervisor Clancy to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

9. Director's Report.

Preston informed that they completed the full scale emergency disaster exercise at the airport on August 16th and had 145 volunteers from across the county. They ran basically five different things, an accident at the airport, they had the EOC at the airport open and the airport was doing some public information and they had 3 of the 4 big hospitals involved and they were shuttling people around. It was a good time and a good learning experience.

They were now a storm ready community; they had the certification from the National Weather Service (NWS). He did the application and made sure the notifications and monitoring were all in place. They had multiple ways to monitor

the weather and receive the information from the NWS. The certification presentation will be held at the November County Board meeting.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Medical Examiner

10. Budget Status Financial Report for July 2017.

Medical Examiner Director of Operations Barry Irmen informed their budget was in pretty good shape. Staffing wise they were using up some of the salaries as they were doing training so they were a little over in that area.

Motion made by Supervisor Evans, seconded by Supervisor Clancy to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

11. Medical Examiner 2018 Six-Year Capital Improvement Plan (CIP).

Irmen informed there was \$528,000 budgeted for architectural design work. It was his understanding that the plan was in 2020 after the jail that the building would start. There were some savings with 2 projects at the same time. Weininger noted that in 2020 they had \$7.4 million set aside. Right now they didn't have any technical experts that could say what the actual per square foot was. Much like the jail, when they get the architecture study done they will have a better idea of the cost. From there the committee would have the ability to scope it up or down.

Evans stated, until the new morgue was built, they were using St. Vincent's and questioned if they might not want them in there. He asked if there were any facilities the county's Administration could come up with. Irmen informed they had a good relationship with the hospital, a good partnership, but basically they would like them to be out of there due to the amount of access they had. They were in a tough spot because they couldn't put people with a long post mortem interval between death and when they were discovered in there. It would be much easier to be out as there were some other smaller ancillary issues. It would put the office in a better position and the county including law enforcement and DA partners, if they were not in a place that had so much access. The problem was not with St. Vincent but the overall situation. They had been working with Administration for a year and a half to try to find a place where they could put a cooler that would be secure. He believed the came up with a place at the Duck Creek area where they could have a facility with limited access and be able to track their chain of custody a little better.

Evans questioned if it will be a regional morgue? Irmen felt the idea was that Brown County would be a regional hub like Dane was down to the south. They did autopsies for counties they oversaw and for about 8-10 other counties as they asked for them. There was no reason it couldn't happen here as well. He knew there was some interest, even as far as Michigan. He felt timing was key and it would put Brown County in a good position.

When designing the morgue, Irmen informed you could never make your cooler and freezer too big. They had major interstates, an airport, a stadium and kinds of potential for bad things to happen which they hoped never did but they also had a lot of counties around struggling to find forensic services. Evans understood but didn't want to build a facility for a catastrophic incident but for everyday use that could be utilized by other counties. Weininger informed they planned to build it to facilitate the expansion of the region. They found by pooling their resources it would drop their costs. Irmen informed they will be bringing a budget adjustment forward so they could resolve the cooler issue. It Weininger informed it would save in operational costs. Irmen stated they paid rent where they were now for access and that would go away.

Motion made by Supervisor Evans, seconded by Supervisor Clancy to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

12. 2017 Medical Examiner Activity Spreadsheet.

A brief discussion was held with regard to autopsies in the case of a traffic accident.

**Motion made by Supervisor Clancy, seconded by Supervisor Evans to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Supervisor Nicholson arrived at 11:28 a.m.

Sheriff

13. Budget Status Financial Report for July 2017.

Chief Deputy Todd Delain informed that overall expenses through July were at 59% of budget, which was roughly what would be expected. Expense for boarding inmates at other Jails will exceed the annual budget in August. They brought a lot of inmates back recently but were at the point of having 70 inmates shipped out. Based on statistics they were near the peak and will hopefully start to see a decrease for the rest of the year. Historically as they got close to Christmas the number dropped. Jail overtime through July was \$200,000 over the budget for the year due to staffing shortages and inability to hire and retain correctional officers. They were in the neighborhood of 10 correctional officers short and they had several more that were in training that were unable to currently fill posts which continued to be an ongoing problem. They were doing their 4th hiring interview process already this year. They invest \$20,000-\$25,000 for each employee for backgrounds, hiring, training, and jail school and because they were short they were paying overtime to fill positions. In the last 4 years they saw significant numbers in people coming and going. The more difficult thing was getting them through the training and finding out that they want to work in corrections and staying. That was one of the reasons budget wise they were having serious issues with the jail, it was related to staffing. Responding to Nicholson, in relationship to protective status and other changes throughout the county at the same timeframe such as benefits, they saw an increase of correctional officers exiting.

In 2018, they will be making a change to the schedule incorporating 12-hour shifts which will hopefully make things desirable for employees and help the retention. They were getting legal opinions to make sure they were in compliance with the guidelines from the federal government.

Overall revenues through July were at 58% of budget. Juvenile detention revenue and other boarding revenues continued to be significantly under budget due to Jail over-crowding.

**Motion made by Supervisor Clancy, seconded by Supervisor Nicholson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

14. Sheriff 2018 Six-Year Capital Improvement Plan (CIP).

Weininger stated they set aside roughly \$1 million for the new jail pod in 2018. It will take several months to a year or 2 to design. The following year they set aside \$13 million for the building of it. When the architectural study is completed at the end of 2018, they will have a better idea of what the actual cost will be in 2019. The process had not been started yet and wouldn't until the money was allocated. They wouldn't commit until after the board took action on the 2018 budget. Once it was put in there they could start working in November/December on the RFP process. The other issue was cash-flowing all the different projects as they won't be bonding for 6 years. They will be working with Facilities on a timeline, Facilities was the oversite.

Buckley stated they had 45 people shipped out today at a cost of \$40 a day equaling \$1,800 a day and if they wait 60 days before looking at anything, it was \$108,000 more into it. It was over \$3,500 a day at 78 people shipped out and that was just for the housing costs, not transportation.

Delain stated if it stayed the way the Sheriff had originally talked about, the original jail was built for those pods to be added on. In talking with Facilities and the engineers that designed it, they had to go in to see if there were any changes for requirements. It should be pretty straight-forward. Doing a direct supervision pod was by far the least expensive way of doing it. They cannot get any less expensive or more efficient. They had 1 correctional officer with 62 inmates for the 2 shifts and when they were locked down they had 1 correctional officer with 124 inmates.

Evans understood the county controlled the financing but when the final design came, did the County Board or Executive have any say? He felt they should find that out what the law stated and he'd be interested to get an opinion

from Corporation Counsel. Buckley felt when it came to a facility; it was still the county's prevue. Vander Leest interjected there were battles in Door County over building facilities of the jail; they still needed a requirement and state law required County Board approval on bonding. Because the Sheriff was a constitutional officer, it didn't mean he had bonding authority.

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Budget Adjustment Request (17-64): Any increase in expenses with an offsetting increase in revenue.

Request to increase the expenses in the Jail inmate welfare fund which was money made on commissary through the inmates that went back to different programs with offsetting increases in revenues. When the 2017 budget was initially set, the estimate was based on 2016 actual expenses but given recent increases in Jail population the fund had been used more than anticipated. This request increased the budget for expenses and offsets that with additional inmate commission revenues. Expenses were limited to available money in the fund. Revenue for 2017 was already \$55,000 in excess of budget so there was more than enough to cover the revenue increase listed below. No tax levy was involved.

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Update on Jail Addition – *Standing item.*

Buckley stated they needed to get the wheels turning. Evans would like the Sheriff to provide a document stating his intentions with a description of what the jail pod would look like. Buckley would think that what they wanted to do was have someone from Facilities here, get the RFP process started.

Jail Lieutenant Mitchell informed he was designated as the point person on this. He contacted Public Works Director Paul Fontecchio to get an update, discussions were held over the last several weeks because it took 60-90 days to complete the RFP process and the Sheriff was hoping to get the process moving so when they rolled into 2018 they were ready to get the plans reviewed, updated and looking for the things that had to be brought up to today's code and reviewed by the Department of Corrections to make sure they were meeting all the code items. They were informed by Fontecchio that as of tomorrow at 1pm there was a meeting scheduled with the County Executive's office to discuss the 6 major plans that were going forward with building design that the county was implementing over the next several years and to discuss if it was feasible for Facilities to be the Project Manager on all of that or if they will have to divvy that out. Delain will reach out to Admin and request per recommendation of this committee that Lieutenant Mitchell be allowed to attend the meeting to get information on where the jail fit in on the 6-projects. Mitchell felt if they took the architectural plans that still existed for the continuation of this building he wouldn't think that it would take long to update and bring those up to code and get them inline and be reviewed. It was a standard floorplan but they didn't want them floating around because of security purposes.

Buckley felt they could request the RFP be brought to their committee by their December meeting.

Delain stated that from the Sheriff's office point-of-view they appreciated the support to get this moving. It was a lot of money going out to ship inmates and additionally building costs continued to go up. A jail would be anywhere from 4-6% per year for every year they waited. At \$14 million, they were half a million just in costs the longer they waited and if there were unnecessary delays. They will do their part to ensure that they did whatever this committee and the board decided so they weren't a reason for the delay.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to move forward and make it a standing item. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Zima arrived at 11:57 a.m.

17. Sheriff's Report.

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

18. Audit of bills.

Motion made by Supervisor Clancy, seconded by Supervisor Evans to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Such other matters as authorized by law. None.

20. Adjourn.

Motion made by Supervisor Evans, seconded by Supervisor Clancy to adjourn at 12:00 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary